

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES REGIONAL RESIDENTIAL MANAGER
WILLIMANTIC AND PUTNAM OFFICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list

Location: Willimantic and Putnam Offices

Job Posting No: 00019811

Hours: Monday through Friday: 8:00am – 4:30pm. RDO's: Saturday and Sunday

Salary: \$75,653 - \$97,032

Closing Date: April 8, 2013

Eligibility Requirement: Candidates must have applied for and passed the DEVELOPMENTAL SERVICES REGIONAL RESIDENTIAL MANAGER EXAM and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Directs staff and operations of a program; coordinates, plans and manages program activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff and ensures appropriate training; prepares or assists in preparation of program budget; maintains contacts with individuals both within and outside of division who might impact on program activities; performs related duties as required. Develops, designs, implements, supervises and evaluates regional public group home programs and other community living arrangements; ensures protection of clients quality of life by continual program compliance and evaluation; establishes and maintains certification of group homes; ensures provision of active program approaches for all residents by monitoring regulation compliance; monitors nutrition, hygiene and physical standards of living services provided by group home community living arrangements; ensures proper residential placements for clients through participation in regional placement planning activities; ensures utilization of community resources and services by clients. Incumbents in this class may be required to travel and will be required to be in regional on-call rotation. Performs related duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of residential programs for persons with mental retardation or other developmental disabilities; considerable knowledge of goals, regulations and organization of intermediate care facilities and/or systems for persons with mental retardation; knowledge of interdisciplinary approach to program planning; knowledge of human rights for persons with mental retardation; knowledge of scope of services provided by major disciplines including psychology, social work and medicine for persons with mental retardation; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Three (3) years of supervisory experience with responsibility for implementing service delivery programs in the areas of residential services or family and individual support services for persons with developmental disabilities and related conditions. **1.** Qualifying programs must provide services to twenty (20) or more clients in group homes, supported living arrangements, regional centers or an institution. **2.** For State Employees the General Experience is interpreted as three (3) years at the level of Developmental Services Residential Program Supervisor 1 OR one (1) year at the level of Developmental Services Assistant Regional Residential Manager.

Special Requirements: **1.** Incumbents in this class may be required to be certified in accordance with Department of Developmental Services regulations for the administration of medication by certified unlicensed personnel. **2.** Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.